

JOB VACANCY ANNOUNCEMENT
(Civilian)



VACANCY #:	2020053	CLASS CODE:	3LD2
VACANCY TITLE:	Clerical Assistant II		
VACANCY LOCATION:	Lafayette, District #14		
STARTING SALARY:	\$25,766.00	*Starting salary may be adjusted based on education, experience and training.	
OPEN DATE:	August 14, 2020	CLOSE DATE:	August 28, 2020

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to provide secretarial and administrative support to the District Command staff, including Field Investigations Command staff. Prepare memos, faxes, letters, reports, etc. Monitor telephone calls and appropriately direct calls. Distribute incoming interdepartmental correspondence and other mail. Maintenance and upkeep on all office equipment.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must be able to successfully complete Department typing test. Must have the ability to proofread documents with accuracy, as demonstrated by Departmental testing. Must possess word processing/personal computing skills. Working knowledge of general office procedures and clerical procedures used in performing specialized office duties.

B. Physical

Ability to operate and maintain office equipment to include computer, computer printer, copy and fax machines.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells CRS/slr

by: _____

Personnel Officer I